

**City of South Bend  
Council Meeting  
Monday, February 25, 2019 @ 5:30 pm  
Council Chambers  
1102 W. First Street, South Bend, WA**

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda and Consent Agenda  
Approval of Minutes: *February 11, 2019 Regular Meeting*
4. Correspondence
5. *2019 EDC Contract for Technical Services (Action)*
6. Items from the Public **[3 Minute Limit]**
7. Department Head Reports:
  - i) Police Chief Eastham
  - ii) City Supervisor Houk
  - iii) Clerk/Treasurer Roberts
  - iv) Fire Department
8. Mayor's Report
9. Council Comments
10. Adjournment

*The City of South Bend strives to provide access and services to all members of the public. Please notify the City at least 48 hours prior to an event if reasonable accommodations are needed.*

**NOTICE** – All proceedings of this meeting are sound recorded  
Except Executive Sessions.

*Next Regular Meeting: Monday, March 11, 2019 @ 5:30 PM*

# **South Bend Council Meeting**

**Monday, February 25, 2019**

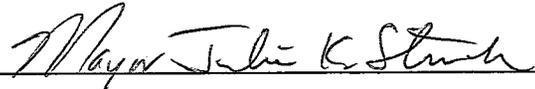
## **CONSENT AGENDA**

1. Approval of Vendor Checks

**Vendors – Check #44799 thru Check #44819 - \$33,438.12**

02/25/19

VENDOR	AMOUNT	
44799 Ashley Construction, Inc.	\$ 4,113.21	Professional Services - Streets \$718.87, Water \$2,951.13 and Sewer \$443.21
44800 Cascade Computer Maintenance, Inc.	\$ 27.03	Repair/Maintenance - City Hall
44801 Cascade Machinery & Electric, Inc.	\$ 3,345.57	Repair/Maintenance - Water Fund
44802 Cook Security Group, Inc.	\$ 600.00	Annual Alarm Monitoring - 2/1-1/31/2020
44803 Crystal Springs	\$ 106.04	Water Service - Public Works
44804 Dee Roberts	\$ 466.26	Per Diem - WMCA Annual Conference 3/10-3/15/19
44805 Dept of Licensing	\$ 18.00	Concealed Weapons Permits
44806 Fastenal	\$ 22.73	Operating Supplies - Sewer Fund
44807 Gray & Osborne, Inc.	\$ 8,119.27	Prof Services - WTP Upgrade \$623.07, General \$1,795.15, 4th Street \$173.88, Willapa \$5,214.02 and Pacific Sunset \$313.15
44808 Grays Harbor County Dept of Public Services	\$ 108.00	Water Samples
44809 Grays Harbor Equipment Company, Inc.	\$ 81.62	Operating Supplies - Water Fund
44810 Jonathan Quittner	\$ 775.00	Municipal Court Public Defender - February 2019
44811 Julie Struck	\$ 48.84	Mileage - SWRTPO Meeting 2/20/19
44812 Maneman Electric, Inc.	\$ 102.70	Repair/Maintenance - Sewer Fund
44813 Pacific County Economic Development Council	\$ 600.00	2019 Annual Contract
44814 Preinesberger Industries , LLC dba Full Throttle	\$ 204.31	Repair/Maintenance - Police Dept
44815 PumpTech, Inc.	\$ 11,190.09	Capital Outlay - Sewer Fund
44816 Steve's Front End & Brake, Inc.	\$ 2,306.23	Repair/Maintenance - Water/Sewer Fund
44817 William Penoyar	\$ 830.00	Municipal Court Prosecutor - January 2019
44818 Zee Medical Service	\$ 30.74	First Aid Kit Maintenance - Public Works
44819 Zoe Sowa	\$ 342.48	Per Diem - WSP TAC Training 2/25/9 & WMCA Annual Conference 3/10-3/15/19
<b>TOTAL</b>	<b>\$ 33,438.12</b>	

  
 \_\_\_\_\_ Mayor Struck

  
 \_\_\_\_\_ City Supervisor Houk

  
 \_\_\_\_\_ Police Chief Eastham

**CITY OF SOUTH BEND  
COUNCIL MEETING – 02/11/19**

**1-2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The council meeting was called to order by Mayor Struck at 5:30 pm followed by the Pledge of Allegiance. Members present: Councilor Buchanan, Councilor Williams, Councilor Neve, Councilor Davis, Councilor Little, Sergeant Stigall, City Supervisor Houk and Clerk/Treasurer Roberts. Police Chief Eastham was absent.

**3. APPROVAL OF AGENDA, CONSENT AGENDA AND APPROVAL OF MINUTES**

A motion was made by Councilor Neve to approve the Agenda, Consent Agenda and the minutes of the January 28, 2019 regular meeting. The motion was seconded by Councilor Williams. **Vote: Ayes-5, Noes-0, Absent-0**

**Vendors – Check #44751 thru Check #44798 - \$312,089.94**

**Payroll – Check #24557 thru Check #24572 - \$103,506.48 Including Direct Deposit**

**4. CORRESPONDENCE - NONE**

**5. REGION 3 MUTUAL AID AGREEMENT**

Councilor Neve made a motion to accept the Region 3 Mutual Aid Agreement as presented. The motion was seconded by Councilor Williams. **Vote: Ayes-5, Noes-0, Absent-0**

**6. ITEMS FROM THE PUBLIC - NONE**

**7. DEPARTMENT HEAD REPORTS**

- City Supervisor Houk reported that the maintenance project at Light Creek Dam is going well. There has been a little bit of a delay because of the weather but overall things have been moving forward.
- City Supervisor Houk requested permission to surplus a 1999 Dodge Ram Pickup and a 1983 Ditch Witch.

Councilor Williams made a motion authorizing the surplus of the 1999 Dodge Ram Pickup and the 1983 Ditch Witch as presented. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

**8. MAYOR'S REPORT**

- ✦ Mayor Struck announced that AWC's City Action Days that was scheduled for February 13<sup>th</sup> and 14<sup>th</sup> had been cancelled due to the terrible weather conditions.

**9. COUNCIL COMMENTS**

- ❖ Councilor Buchanan and City Supervisor Houk had a brief discussion regarding a couple of public works projects.
- ❖ Councilor Williams thanked the city crew for all of their work during the poor weather conditions the last few days.
- ❖ Councilor Neve thanked the city crew as well.

- ❖ Councilor Little mentioned that he would be donating a portion of his monthly council wage to a charity as he didn't feel like he could justify the \$120.00 a month he was receiving.

**10. ADJOURNMENT**

The meeting was adjourned at 5:43 PM to meet again on Monday, February 25, 2019 for the next regularly scheduled meeting at South Bend City Hall

\_\_\_\_\_  
**Julie K. Struck**  
Mayor

**ATTEST:** \_\_\_\_\_  
**Dee Roberts**  
Clerk/Treasurer

**DRAFT**

# EDC

PACIFIC COUNTY ECONOMIC DEVELOPMENT COUNCIL  
"Facilitators of Economic Development"

## 2013 Board of Directors

Guy Glenn, President  
Port of Ilwaco  
Jamie Judkins Vice President  
Willapa Bay Enterprises  
Larry Cohen, Vice President  
Ocean Beach Hospital  
Laura Smith, Treasurer  
The Bank of the Pacific

Nancy Gorshe  
The Depot Restaurant  
Colleen Nissell  
Dennis Company  
Jason Dunsmoor  
PLD #2  
Rich Evans  
Pacific Transit System  
Kim Patten  
WSU Coos Extension  
Jeff Harrell  
Peninsula Pharmacies  
Donald Aiber  
Jessica Ilwaco Fish Co  
Tim Morris  
Coast Seafoods  
Nancy Estergard  
Grays Harbor College  
Matt Winters  
The Chinook Observer  
Larry Cohen  
Ocean Beach Hospital  
Julie Struck  
City of South Bend  
Ariel Smith  
City of Long Beach  
Mike Cassinelli  
City of Ilwaco  
Rebecca Chaffee  
Port of Willapa Harbor  
Jay Personius  
Port of Peninsula  
Tiffany Turner  
Adrift Hotel  
Adam Zaigler  
Amarosia Technology  
Laila Brown  
SALT Hotel & Pub  
Tony Nordin  
City of Raymond  
Iacci Dyer  
Kenanna RV Park  
Toni Williams  
Security State Bank

Honorary Directors  
Gary Dennis

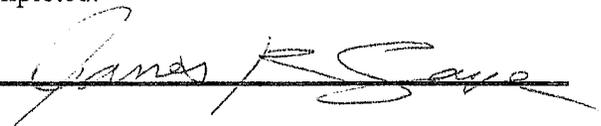
600 Washington Ave.  
Raymond, WA 98577  
(360) 875-9330  
(360) 542-9330  
www.pacificedc.org

February 10<sup>th</sup>, 2019

Public member of the Pacific County Economic Development Council.

Please find enclosed the service contract for 2019. Your funds are extremely important to the operation of the PCEDC and I look forward to continuing to work with each of you as the year progresses. After we receive your service contract, staff will send your agency an invoice. Below are highlights of projects that we are currently working on and a few we've completed.

Jim Sayce, Executive Director



### • Budget/membership/organization

- PCEDC adopted the 2019 budget and the coming year looks good. We've reduced expense and will increase income.
- PCEDC began a discussion in 2018 regarding membership dues. The Port of Willapa Harbor, the Port of Ilwaco, and the City of Long Beach increased their memberships dues to: \$5,000, \$5,000 and \$4,000 respectively (THANK YOU!).

### • Staffing

- Coastal Community Action Program employee
- PCEDC accepted Kylie Towe as an EDC Assistant. Kylie will be working 20 hours a week with wages and industrial insurance coverage through CCAP/DSHS. After a few months, we'll bring on another CCAP program employee and Kylie will train that individual up. This process will assist in continuing office assistant support without getting wrapped up in unexpected staff turnover.

### • South Bend/Raymond Sawmill-Kiln (Pacific Hardwoods)

- The Port of Willapa Harbor and PCEDC have been working non-stop on getting this operation restarted. There are several prospects in the works. The project requires close coordination with the county, WA DNR, and WA Dept of Commerce.

### • Seafood sales

- PCEDC recently spent time introducing seafood buyers to seafood canneries. Of note was the purchaser's interest in sharp/quality product branding and packaging. Examples of items reviewed included hard-shell clams, oysters, Dungeness crab, finfish, and Geoducks (Puget Sound).

### • Internet

- PCEDC is participating with the Port of Ilwaco on developing a strategies to improve internet access.



**PACIFIC COUNTY ECONOMIC DEVELOPMENT COUNCIL**

*"Facilitators of Economic Development"*

- **OEDP**
  - PCEDC is beginning to wrap up the Overall Economic Development Plan following 2018's outstanding public outreach by consults Kelly Rupp, Ben Arnoldy and Kate Cox.
  
- **LBVP/PCEDC Economic Planning and Development Committee:**
  - PCEDC proposed and the visitor's bureau concurred that partnering together to form a long-term planning and development committee will assist major tourism/hospitality projects that require long term sustained support, planning, funding, etc.
  
- **Impact Washington**
  - PCEDC was increased to a Tier 1 member and we are eligible for \$14,400 reimbursement per year. Two very interesting projects in Lean Training (i.e. improved processes for manufacturing/admin) have resulted
  - Impact WA partnered with Grays Harbor College and Ilwaco Fish for a Lean manufacturing training program and the first class was held in early December
  - PCEDC is coordinating with Impact WA and Ocean Beach Hospital District to develop a Lean Training program and find ways to improve their efficiency.
  
- **Recreational Development Plan (RDP):**
  - Document complete. The RDP is comprised of two documents; The Recreational Development Plan and the Trail Route Plan. These are documents that we expect to update on a somewhat regular basis.
  - Trail Route Plan (TRP and formerly called the Bike Ped Plan) was started in the summer of 2017 with STP funds from the Pacific Council of Governments and sponsorship by the Port of Willapa Harbor. The TRP begin in 2012 as a regional discussion and looks forward to the year 2040 and imagines how bike/ped mobility might look.
  - The Recreational Development Plan was started and completed in 2018 with Pacific County and City of Long Beach LTAC funds. Substantial public input on the RDP was gathered during the Overall Economic Development Plan outreach in 2018.
  
- **Project DART (Dispersed Active Recreation Tourism)**
  - This nearly 2-year project in partnership with the PCTB/LBPVB is beginning in 2019 with consultant assistance. Dart builds off the RDP and Trail-Route Plan and with the suggestion by the LTAC committee that DART focus on activities of birding and cycling. Another important part of DART is including our extraordinary array of RV Parks and Campgrounds spread out throughout Pacific County.

**2019 CONTRACT FOR TECHNICAL SERVICES**

**Between**

**City of South Bend**

**and the**

**Pacific County Economic Development Council**

THIS AGREEMENT is entered this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the City of South Bend, hereinafter referred to as the "City", and the Pacific County Economic Development Council, hereinafter referred to as the "EDC".

**WITNESSETH:**

WHEREAS, the EDC is actively pursuing and facilitating the location and expansion of business and industry in Pacific County through the development of a marketing strategy aimed at attracting new business and industry, the implementation of business assistance programs, the promotion of tourism and retirement living, and the establishment of liaison with local, county and state governments as well as the private business sector to coordinate and promote economic growth and development while preserving the quality of life in Pacific County; and

WHEREAS, the City is undertaking certain activities necessary to promote economic growth and development; and

WHEREAS, the City desires to engage the EDC to render certain technical advice and assistance in connection with such undertakings by the City;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Scope of Service. The EDC will: (a) receive from the City inquiries from businesses and industries indicating an interest in locating in the vicinity of the City and responding to such inquiries with information and materials including, but not limited to, wage rates, employment figures, personal income statistics, site availability and such other data as may be requested; (b) furnish current research data to assist the City in the area of economic growth and development. Such data shall include, but shall not be limited to, surveys of industrial growth within Pacific County, employment, population and general statistical information and other information of similar nature; (c) provide, free of additional charge, published materials prepared by the EDC to such persons as the City may direct plus other reports and studies as the EDC may prepare. Such materials may include, but are not limited to, wage rates, employment figures, personal income statistics and other special reports; and (d) serve as a general research reference service and assist in preparing replies to inquiries about facilities and resources required by new industries which may consider the City's services area for location or expansion.

2. Time of Performance. The services of the EDC are to commence on the first day of January, 2019, and terminate on the thirty-first of December, 2019. The duration of the contract may be extended upon mutual agreement between the parties hereto and pursuant to the terms and conditions of the contract, or terminated by 30 days notice to the other party.

3. Compensation and Method of Payment. The City shall reimburse the EDC for the services as follows:

(a) The total contract price for the period specified in paragraph 2 shall be \$600.00.

(b) Payment shall be due thirty days after receipt of Service Contract, signed by both parties.

(c) The EDC shall submit such properly executed vouchers, invoices, or expenditure reports to the City as are requested.

4. Changes. Either party may request changes in scope of services, performing or reporting standards or compensation amount or method. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

5. Notices. Written notices to each party shall be sent to the following addresses: Pacific County Economic Development Council, 600 Washington Ave., Raymond, WA 98577 and the City of South Bend, P.O. Drawer 9, South Bend, WA 98586.

6. Nondiscrimination. The EDC certifies that it is an equal opportunity employer and that it does not discriminate in its hiring or employment practices or in the provision of any of its services on the basis of membership in any group protected by state or federal law.

7. Liability. The EDC shall hold the City and its officers, agents and employees acting in their official capacity or course of employment, harmless from all suits, claims or liabilities of any nature, for and on account of injuries or damages sustained by any person or property resulting in whole or part from activities or omissions of the EDC, its agents or employees pursuant to this agreement.

8. Subcontracting. The contract is personal to each of the parties thereto and neither party may assign or delegate any of its rights or obligations hereunder except as set forth in this contract.

9. Integrated Document. This contract embodies the contract, terms and conditions between the City and the Pacific County EDC. No verbal agreements or conversations any representatives of either party shall modify or affect the terms and obligations of this contract.

IN WITNESS WHEREOF, the parties here have caused this contract to be executed the date and year first written above.

CITY OF SOUTH BEND

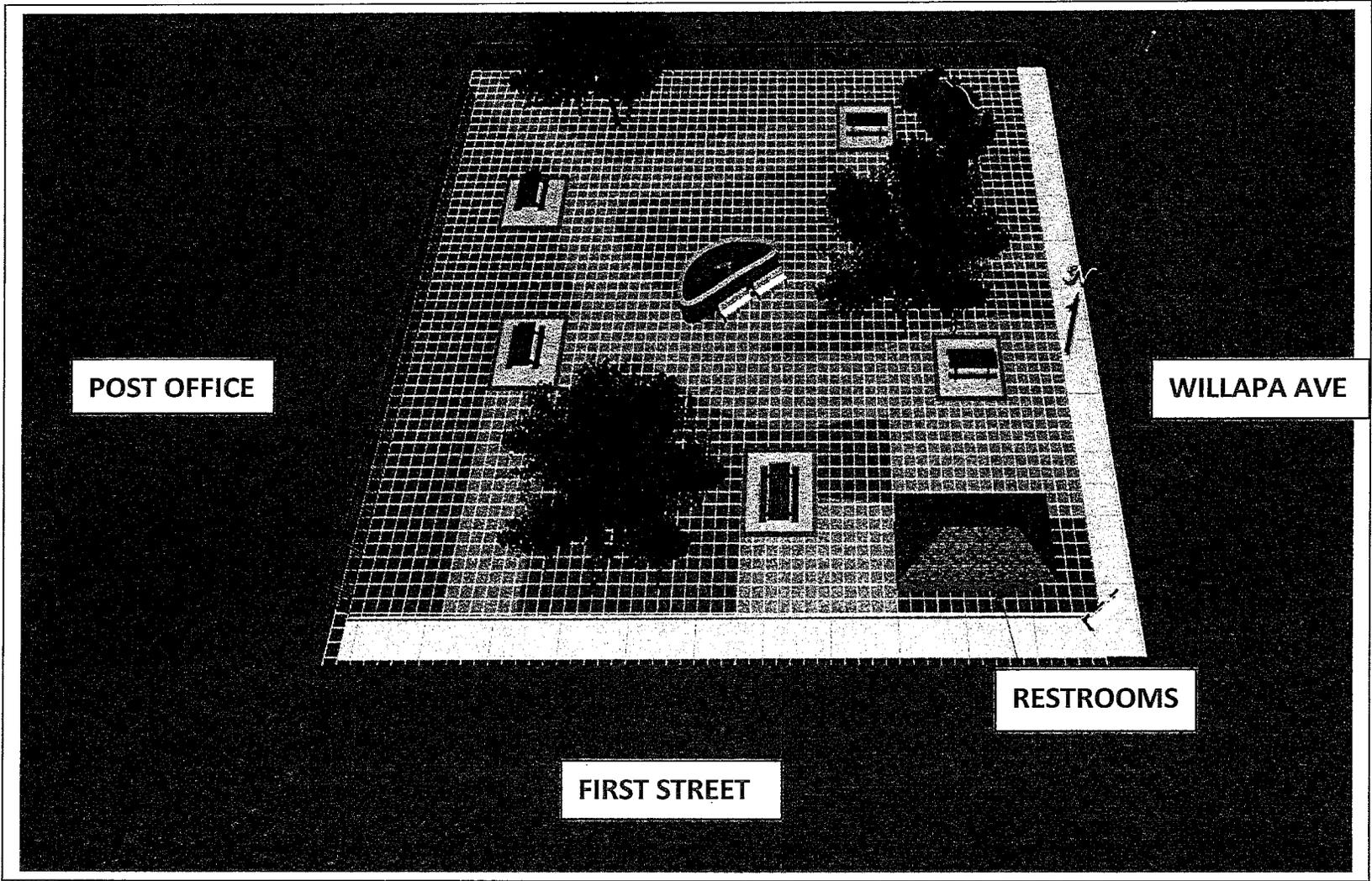
PACIFIC COUNTY ECONOMIC  
DEVELOPMENT COUNCIL

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

# PROPOSED MARY ROGERS PIONEER PARK

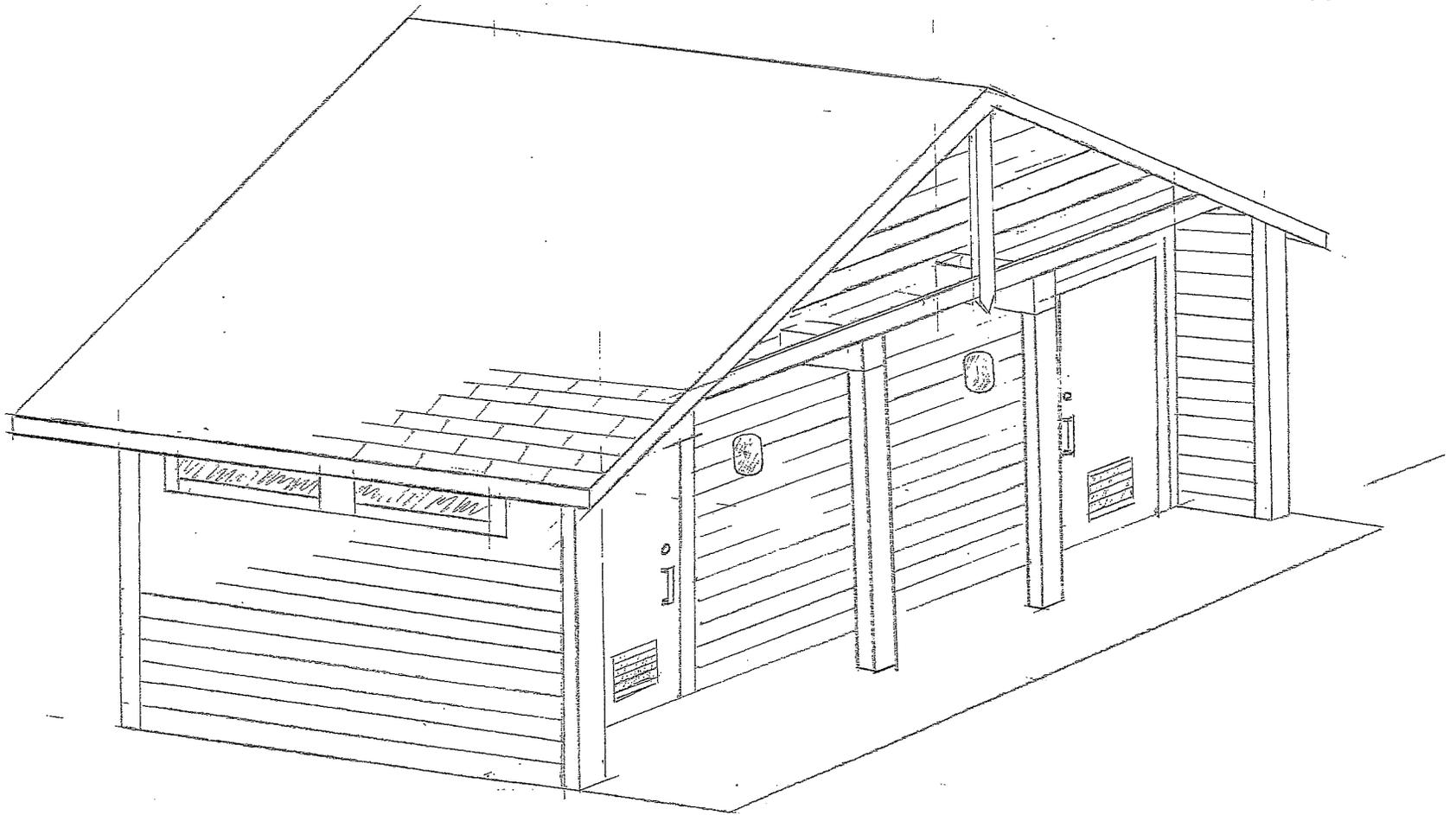


POST OFFICE

WILLAPA AVE

RESTROOMS

FIRST STREET



$\frac{1}{4}'' = 1'-0''$

MARY ROGERS FLOWER PARK